

COMPREHENSIVE PLAN FIVE YEAR UPDATE CHECKLIST**MUNICIPALITY**

NOTE: Please attach additional pages if needed to answer any section.

1. **Date of submission of Update to state:** _____2. **Material submitted:**

- a. A copy of the complete Approved Comprehensive Plan
- b. Each amendment identified with a summary including date adopted
- c. Copy of Comprehensive Plan Update Cover Sheet for each Functional Element (7)
- d. Copies of Planning Board/Commission and Council adoption with minutes
- e. Schedule for zoning ordinance compliance with Plan included (if needed)
- f. Names of municipalities with which the Update has been coordinated
- g. Update of Goals and Policies report ☐
- h. Update of Implementation report ☐

3. **Public Participation Process:**

Describe the process and/or techniques used to solicit public input into the formulation of the Comprehensive Plan Update.

4. **Local Adoption of the Comprehensive Plan Update:**

a. Planning Board /Commission:

1. Number of public hearing(s) held and dates _____

2. Mechanism of hearing notification (*specify*) _____

3. Substantive changes made after public hearing? Yes _____ No _____

If yes describe briefly _____

4. Date of transmittal to City/Town Council _____

b. City or Town Council:

1. Number of public hearing(s) held and dates _____

2. Mechanism of hearing notification (*specify*) _____

Substantive changes made after public hearing? Yes _____ No _____

If yes describe briefly _____

5. **State assistance:**

State advisory services received? Yes _____ No _____ If yes describe briefly

Completed By: Name: _____ Title: _____

Signature: _____ Date: _____